

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

CONTRACT COMPLIANCE SUPERVISOR

Role Title: Program Administration Specialist II

Position #00549

Pay Band 5, Level III Hiring Range: \$41,778 - \$70,000

Closing Date: August 10, 2015

Program Integrity Division (PI) seeks a motivated and task-oriented individual to manage and direct assigned programs and contracts. This position will manage PI staff and be responsible for oversight and management of all contracted provider audit services within the Program Integrity Division. The successful incumbent will also provide guidance on Program Integrity issues related to the Agency's managed care organizations. Candidates must have considerable professional level experience in contract management with experience providing oversight of contractual relationships. Must be a proven supervisor or team leader with demonstrated ability to organize, supervise, and motivate professional level staff. Requires demonstrated ability to communicate effectively with employees, stakeholders, contractors, and subject matter experts. Must have considerable experience creating and interpreting process flows, reports, creating and implementing corrective action plans, tracking audit trends and making policy recommendations. Requires demonstrated ability to develop and evaluate program policies and procedures, assessing operations for effectiveness, evaluating quality control of services, and resolving program issues. Project management skills are essential. Must be proficient using the PC, including word processing and other business software applications. Prefer college degree with major coursework in public health, public or business administration, or related field; Education /training /experience interchangeable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: <http://www.dmas.virginia.gov/Content/pgs/ab-emp.aspx>

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA